

TO: Honorable Mayor and City Council Members

FROM: Erin Dougherty, Code Enforcement Officer

DATE: September 13, 2010

SUBJECT: Code Enforcement Activity Report- August 2010- Present

Requested Action

Information item only, no action necessary.

Recommendations

None

The following information is provided to the Council related to the Code Enforcement activities of the Planning Department for the period of time from the August City Council Meeting to present.

Miscellaneous Activities:

1. Assisted various citizens regarding Fence Permit Applications.
2. Helped several citizens with Right-of-way questions.
3. Covered/helped at front desk for approximately 8.5 hours during this time period.
4. Assisted customer with Home Occupation Permit and Business License questions.
5. Assisted Public Works Superintendent with decals for new city truck.
6. Completed Monthly Staff Report
7. Assisted City Clerk with research for 2 hours.
8. Met with City Administrator regarding the placement of trash carts and photos taken for Council presentation for August Council Meeting.
9. Attended staff meetings
10. Met with City Planner regarding carport location.
11. Met with City Planner regarding hazardous building.
12. Purchased online ParcelQuest for Planning/Code Enforcement/Utility Billing.
13. Spoke with citizen regarding potential sidewalk tripping hazard on B Street.
14. Spoke with PW Superintendent regarding potential hazard- On his "Todo List"
15. Met with Property owner regarding potential carport location. Property owner was unhappy we would charge a fee for approval of any site improvements.
16. Building demolition research.
17. Spoke to property owner regarding fence permit. Fence has since been removed until he applies for permit.

18. Worked on Code Enforcement Text changes.
19. Staff report for 3069 Eighth Street.
20. Updated online calendar (City Website) through November
21. Finished data input for "Over the counter applications" audit for last 3 years.
22. Met with non-union staff regarding health care.
23. Assisted citizen regarding questions and application for Variance.
24. Assisted citizen regarding questions of location of city limits (What is and isn't within the city limits).
25. Assisted citizen with questions regarding noise issues.
26. Spoke with contractors regarding building demolition.
27. Spoke with property owner of potential demolition to get permission to be on the property.
28. Spoke with property owner regarding what could be done with trees that are within the right-of-way.
29. Attended AFLAC meeting with other staff members.
30. Met with City Administrator and PW Superintendent regarding right-of-way on W. Biggs-Gridley Road.
31. Letter to business owner who is running a business out of their home.
32. Assisted with the WWTP Monthly Report.
33. Worked on 14-Mile Yard Sale Application, flyer and rules for the event at the Community Hall. In addition, copied and folded for insert into monthly utility bill mailing.
34. Worked with internet provider regarding lack of access to email for staff.
35. Met with City Administrator regarding North Biggs Estates CFD and awning on W. Biggs-Gridley Road.
36. Memo to Planner and City Administrator regarding Demolition and what was discovered. (See below).
37. Discussed citizens concerns re: business licenses with City Administrator
38. 11 letters regarding delinquent business licenses (businesses that have had licenses and they have lapsed).
39. Opened Council Room for "Council Connect"
40. 1 letter to business without license.
41. Spoke with property owner regarding fence permit appeal.
42. Coordinated with City Clerk for next "business license round up." (Businesses we are becoming aware of without licenses)
43. Spoke with property owner regarding trees in their rear yard. Double frontage lot, they wanted to know if the trees were in city right-of-way. Undetermined at this point, several trees and they did not completely indicate at this time which trees they were talking about.
44. Assisted PW Superintendent with agreement to pay for water and sewer line repair.
45. Assisted property owner regarding fence permit. It was discovered that the location they wanted to place the fence would have been within city right-of-way. No fee was taken as we knew prior to application. Property owner was pleased that we let him know prior.
46. Started Fall Newsletter.

Applications:

Approved:

1. Fence Permit to replace an existing fence at 3060 Tenth Street
2. Home Occupation Permit – 2985 Fifth Street. – Approved same day as applied for.

Parking Issues turned into Gridley Biggs Police Department:

1. Semi with double trailers parking in a non-truck route.

Follow up on Previous Items:

Nothing at this time.

Miscellaneous:

- Demolition of home and out buildings. Staff was directed by the City Administrator to contact local contractors to get bids on what it would cost to remove out buildings, cap utility services and leave the property as a vacant parcel. Staff contacted 5 companies and received one bid. The bid was for \$7,000 and did not include the removal of any hazardous waste, which would be extra. Staff accompanied one contractor to the site where they showed staff a pipe that had asbestos around it. Staff had this confirmed by several sources. One contractor stated he would come give the city a bid after we had all the buildings tested for lead and asbestos and gave staff a name of a company who does the testing. Staff spoke to the company and they estimated that it would be between \$1,500 and \$3,500 to test each building. Once asbestos was confirmed staff reported to the City Administrator who asked staff to discontinue the project.

Zoning Code Violations:

1. 1 letter regarding lack of Fence Permit